

## **APPENDIX W**

### **REQUEST FOR PRICE PROPOSAL INSTRUCTIONS**

A RFPP to an A-E firm will include the SOW, proposal instructions, preproposal conference date (if needed), proposal due date, name(s) and telephone number(s) of the Government negotiator(s), and the contract terms and conditions. An RFPP will direct the firm to submit the following information, as appropriate, for the contract action. The items in *italics* are not required for ID contract task orders.

1. The name(s) and title(s) of the person(s) authorized to negotiate and sign a contract or task order.
2. *The labor rates and supporting payroll data for all position classifications anticipated to be used under the contract by the prime firm and any subcontractors. Include the basis for any escalation in labor rates.*
3. *Financial data and the methodology used to calculate the proposed overhead rates for the prime firm and subcontractors. Identify costs not allowed by FAR 31.2.*
4. *The name and address of any Government audit agency that has conducted an audit of the firm within the last year.*
5. Submission of cost or pricing data for proposals over \$550,000 as required by FAR 15.403-4(a)(1), 15.403-5(b)(1) and Table 15-2 of 15.408. For task orders, only cost or pricing data that was not included in negotiation of the basic ID contract need be submitted.
6. Certificate of Current Cost or Pricing Data if the negotiated price exceeds \$550,000 (FAR 15.406-2). A certificate is not required for a task order if no additional cost or pricing data (item 5 above) is required. The certificate should not be executed and submitted until negotiations are completed.
7. *Executed Representations, Certifications and Other Statements of Offeror.*
8. Detailed price breakdown with tasks, position classifications, labor-hours, costs and profit for all phases and sub-phases of work. Indicate which work will be performed by the prime firm and each subcontractor. Identify factual and judgmental items. Discuss any assumptions made in developing the proposal. Include price quotes for any commercial supplies and services.
9. *Subcontracting plan for the utilization of SB and SDB if the prime firm is a large business and the contract is expected to exceed \$500,000 (FAR 19.702(a)(1) and 19.704).*
10. Acknowledgment that the firm, or any subsidiaries or affiliates, may not be awarded a construction contract for the project to be designed (FAR 36.209 and 36.606(c)). The firm should also be advised not to release any information to prospective bidders for the construction contract (FAR 9.505(b)).

*11. A letter from a banker, creditor, or other appropriate financial institution confirming the firm's business and financial reputation, integrity and ability to execute the contract.*

12. Design quality control plan.

*13. Verification of registration in DoD Central Contractor Registration system.*